

# Keyboarding 15/30/45 Clock Hrs

**Provider:** WinCertification

**Length:** 45 Hours

**Website**

<http://www.wincertification.com>

**Places:** Anchorage

This course is designed to give students an opportunity to master the skills of keying and formatting documents using the "touch" method of key stroking.

## Related Occupations

Billing and Posting Clerks  
Cargo and Freight Agents  
Data Entry Keyers  
Information and Record Clerks, All Other  
Insurance Claims and Policy Processing Clerks  
Office Clerks, General  
Order Clerks  
Payroll and Timekeeping Clerks  
Procurement Clerks  
Production, Planning, and Expediting Clerks  
Receptionists and Information Clerks  
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive  
Social Science Research Assistants  
Statistical Assistants  
Word Processors and Typists

---

Department of Labor and Workforce Development, Research and Analysis Section  
P.O. Box 115501  
Juneau, Alaska 99811-5501  
Phone: 907.465.4500, Fax: 907.523.9654  
March 29, 2017